



Virginia Burke

Mortgage Loan Processor

CONTACT

(918) 458-3695

virginia.burke@gmail.com

United States, Tulsa, OK

EDUCATION

2013 - 2017

Bachelor of Science in Finance

University of Tulsa, United States, OK

FHA Loan Processing Certification

Mortgage Training Academy, June 2021

Compliance Training. RESPA, TILA, ECOA

Wells Fargo In-house Training, January 2021

Certified Mortgage Processor

National Association of Mortgage Processors (NAMP), September 2020

PROFESSIONAL SUMMARY

Detail-oriented Mortgage Processor with 7+ years of experience managing the end-to-end processing of residential loans. Skilled at reviewing loan applications, verifying borrower information, and ensuring full regulatory compliance with FHA, VA, and USDA guidelines. Proficient in working closely with underwriters, loan officers, and third-party vendors.

EXPERIENCE

Mortgage Loan Processor 2020 - Now

Wells Fargo Home Mortgage, United States, Tulsa, OK

- Process a pipeline of 40+ active mortgage loans, ensuring accurate verification of income and property appraisals for FHA, VA and USDA.
- Implemented new document management practices, reducing loan processing time by 20%.
- Monitor loans for regulatory compliance, ensuring adherence to federal and state lending regulations.
- Trained new processors on internal systems (Encompass) and compliance guidelines, improving team efficiency.

Junior Loan Processor 2017 - 2020

Bank of America Home Loans, United States, Tulsa, OK

- Assisted senior loan processors by collecting critical borrower documents such as pay stubs, tax returns, and asset statements.
- Collaborated with underwriters to resolve documentation issues, ensuring that loans progressed smoothly through the pipeline.
- Regularly communicated with borrowers, providing status updates and ensuring client satisfaction throughout the loan process.
- Increased loan processing efficiency by utilizing the Calyx Point origination system to streamline document tracking and submission.

SKILLS

Loan Origination Software: Encompass, Calyx Point, BytePro ★★★★★

Credit Bureau Platforms: Experian, Equifax, TransUnion ★★★★★

Mortgage Loan Application Processing ★★★★★

Document Verification & Financial Review ★★★★★

Credit Analysis & Income Validation ★★★★★